

Follow Your Interview with a Thank you Letter

Ask ten employers what kind of thank you letter they prefer and you're likely to get ten different answers! They do agree on one thing – thank you letters make a difference, and they receive very few! You will increase your chances of a job offer when you remember this important and often overlooked aspect of the job search.

There are three ways to send a thank you – send a letter in a business format, send a handwritten note in a note card, or send an email.

Business format:

If you need to clarify something in your interview that would require more space than a hand-written note, then type a letter in a business format. Just be sure you're prepared to mail or deliver the letter the same or next day so they will receive it in 1 – 2 days.

Hand-written note:

A hand-written note is preferred by many interviewers. Tip: When you go to an interview, have some note cards with you. Before you leave the parking lot, write your thank you note and either make sure it gets mailed the same day, or find a resourceful way to get it delivered within 1 – 2 days.

Email:

An email is certainly the speediest but least personal way to send a thank you. Determine if this is your best option, given the nature of the company or organization. Consider the means by which you have been communicating with the organization up to this point.

Sample Thank You Letters

Business Letter Format

Buena Vista University Box 000
Storm Lake, IA 50588

Date

Mr. Daniel O. Recruiter
XYZ Inc.
9999 Trueblue Avenue
Anywhere, IL 99999

Dear Mr. Recruiter:

Thank you for taking the time to discuss the Assistant Communications Director position with me. I really appreciate that you took the time to thoroughly acquaint me with all the divisions of the business as well as the responsibilities of the position.

After meeting with you and your staff, I feel certain that my preparation in media studies and my experience with cable network television will be valuable to XYZ. I look forward to hearing from you about your hiring decision. Thank you again for your time and consideration.

Best wishes,

Darla

Darla Doingwell

Handwritten Note

Date

Dear Mr. Smith,

Thank you for your warm welcome to XYZ today and for the opportunity to interview for the media relations position. I'm very excited about the prospect of joining your staff, and look forward to learning of your decision very soon. Thank you.

Darla Doingwell

Email

Thank you for the opportunity to interview for the position of network administrator. I appreciated meeting so many of your staff and the impressive facilities. I feel my qualifications will fit well with your operation.

If there is more information you need from me, I'll be happy to provide it. As I mentioned, I am available to start work immediately after graduation. I look forward to learning of your hiring decision. Thank you again.

Sam S. Cyberspace

Following the Interview

Acceptance Letter

610 W. Fourth Street Box 999
Storm Lake, IA 99999

Date

Jesse Smith
Thoroughbred Magazine
222 S. Bluegrass Road
Lexington, KY 40212

Dear Jesse:

It is with great pleasure that I accept your offer to fill the position of Features Editor of *Thoroughbred Times*. I am very excited about working with your award-winning editorial staff. I was impressed with your organization and its mission to be the best equestrian publication in the U.S.

I am happy to accept your offer of \$31,000 per year, starting July 1, 2013 with full benefits.

I want to assure you that I will do my best to meet or exceed your expectations. If there are things I need to do prior to July 1st, please let me know. I'll be happy to comply with any pre-employment requirements.

Thank you for your confidence in me and for offering me this exciting professional opportunity.

Sincerely,

Betty Horstman

Betty Horstman

Withdrawal Letter

You may need to write a withdrawal letter, an acceptance letter, or a letter of negotiation. The following wording can be written, as shown, or verbalized by phone.

Date

610 W. Fourth Street Box 999
Storm Lake, IA 99999

Jesse Smith
Thoroughbred Magazine
222 S. Bluegrass Road
Lexington, KY 40212

Dear Jesse: **[assuming you've already established first-name basis at the interview – otherwise, use Dr. Ms. Smith:]**

After a great deal of thought, I am writing to ask to please withdraw my name from consideration for the position of writer for Thoroughbred Magazine. I have decided to continue to pursue other opportunities at this time.

I enjoyed meeting all of you, and I appreciate the wonderful hospitality during my visit. Thank you again for your time and consideration.

Sincerely,

Susan Horstman

Susan Horstman

Accepted Another Offer

[If you have more than one offer to choose from, make your decision, then notify the other employer(s).]

Thank you for offering me a position on your publications team. While I have been very impressed with the opportunity your organization presents, I will not be able to join your staff. I have accepted an offer with the Equine Times.

I appreciate your time and consideration, and I am honored to have been chosen to become part of your team. I trust that our paths will cross in the future. Best wishes.

Sincerely,

Susan Horstman

Susan Horstman